## Instructions for Virginia Youth Survey Administrators 2013 Virginia Youth Survey

## Activities to do before you get to the classroom:

1. Make sure you have the following materials:	
	A copy of the survey administrator confidentiality agreement.
	A copy of the <b>Script for Survey Administrators</b> to be read to sampled students.
	A copy of the Classroom-Level Teacher Information Form for each class.
	Enough copies of the questionnaires and answer sheets for all sampled students.
	Enough sheets of paper for students to use to cover their work.
	Enough #2 pencils for all sampled students. Let the students keep the pencils after they complete the questionnaire, if possible.
	A class envelope where completed answer sheets should be placed and returned to [school contact person].
2.	Some students may have difficulty reading the questionnaire. Establish a procedure for dealing with these students to avoid embarrassment and assure privacy.

## Administering the VYS in the classroom:

- 3. Record on the **Classroom-Level Teacher Information Form** the number of students who are **enrolled** in the class.
- 4. Take attendance to be sure only the appropriate students are in the room.
- 5. Spread students' desks throughout the classroom to minimize the chance students will see each others' responses.
- 6. Do not allow students or teachers to wander around the room or talk while others are completing the survey.
- 7. Encourage students to use the extra sheet of paper provided to cover their responses as they work.
- 8. Read the directions to the students before they begin. Remind students about the importance of the survey, that completing the survey is voluntary, that their responses are anonymous, and that their grade in the class will not be affected by whether or not they complete the survey.

- 9. Remind students **not** to place their name or school name on the questionnaire booklet or answer sheet.
- 10. Allow enough time for students to complete the survey without feeling rushed. About 35 minutes should be sufficient for the students to complete the survey.
- 11. Make sure that only #2 pencils are used.
- 12. Do not review the answers to the survey as questionnaires and answer sheets are returned, even if this means accepting incomplete data. Do not even appear to be looking at the questionnaires or answer sheets. Students must be confident that their privacy will be maintained and their participation will remain anonymous.
- 13. When all students have returned their questionnaires and answer sheets, record on the **Classroom-Level Teacher Information Form** the number of students in the class who have completed the survey. Compare the number of completed answer sheets to the information on the **Classroom-Level Teacher Information Form.** Try to resolve any inconsistencies between these numbers.
- 14. Please return your questionnaires and the envelope containing the answer sheets to [school contact person] before the end of the school day. Survey materials will be picked up by a Virginia Department of Health Representative.